

Trade Union and Labour Rights Policy

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Amendment History

Title:	Trade Union and Labour Rights Policy
Responsible Unit:	People and Organizational Development Department

Version	Date	Author(s)	Notes	Revision(s)	Approval(s)
V1.0	Feb 2024	Sara Samy	Policy Creation	Seyada Mounib	Engy Mansour
V1.1	March 2026	Abdalaziz Mekky	Policy Update	Sara Samy	Seyada Mounib

Purpose

The purpose of this policy is to state clearly that MSA University **recognizes trade unions** (freedom of association and collective bargaining) and **recognizes labour rights for all employees, including women and international staff**.

The policy sets out how the University respects these rights in practice, in line with the Egyptian Labor Law and international labor standards.

Scope

This policy applies to all employees of MSA University, whether academic or supporting services, full-time or part-time, permanent or fixed-term, Egyptian or non-Egyptian, and regardless of gender.

It applies to all University units and managers, and to the way the University deals with any workers' organization or representatives that employees choose to form or join.

Policy Statement

MSA University makes the following commitments:

- **Recognition of unions:** the University recognizes the right of all employees to form and join trade unions and other workers' organizations of their own choosing (**freedom of association**), and to bargain collectively on their terms and conditions of work (**collective bargaining**), as provided by law.
- **Recognition of labour rights:** the University recognizes the labour rights of all employees, including freedom of association and collective bargaining, and the other rights guaranteed by the Egyptian Labor Law.
- **Equality:** these rights apply equally to **women and men**, and to **Egyptian and international staff**. No employee will be discriminated against, pressured, or penalized for exercising them, or for choosing not to take part in union activity.

Definitions

Freedom of Association

The right of employees to form or join a workers' organization of their own choosing, without prior permission from the employer and without fear of retaliation.

Collective Bargaining

Voluntary negotiation between the University and employees' representatives to agree on terms and conditions of work.

Labour Rights

The rights of employees under the Labor Law and international labor standards, including those set out in this policy.

Workers' Representatives

Persons or bodies lawfully chosen by employees to represent them, including trade union committees and organizations.

Retaliation

Any adverse action, such as dismissal, demotion, transfer, denial of a benefit, or harassment, taken because of an employee's lawful union activity or because they raised a labour rights concern.

Recognition of Unions

Freedom of Association

Employees are free to form or join a workers' organization, or to decide not to. The University will not require, encourage, or discourage membership, and will not interfere in the formation, running, or elections of any lawful workers' organization.

Collective Bargaining

Collective bargaining is free, voluntary, and balanced between the interests of both parties. Its aims are to improve terms and conditions of work, strengthen cooperation between the University and its employees, and settle collective labor disputes.

- If employees are lawfully represented, the University will recognize their representatives and will negotiate voluntarily and in good faith on terms and conditions of work.
- The University will share the information reasonably needed for meaningful negotiation, within the limits of confidentiality and the law.
- If a collective labor dispute arises, the University will take part in collective bargaining, provide the data, information, and documents relating to the dispute that are requested, and cooperate with the competent administrative authority if it calls on the parties to negotiate.
- While negotiation is in progress, the University will not take measures on the subjects under negotiation, except in cases of urgent necessity and then only on a temporary basis, as the law provides.
- Any agreement reached through collective bargaining will be recorded in a written collective labor agreement in line with the law, respected, applied equally to all employees it covers, and renewed or amended in line with the law.

Recognition of Labour Rights

The University recognizes and respects the labour rights of all employees, including:

- Freedom of association and collective bargaining
- A written employment contract, and pay that is at least the legal minimum, paid in full and on time
- Working-hour limits, weekly rest, and annual, sick, and statutory leave, including maternity leave
- Social insurance registration and health coverage as required by law
- A safe and healthy workplace
- Freedom from discrimination, harassment, forced labor, and child labor
- Fair treatment in discipline and termination, in line with the law

These rights apply to all contract types. The University's other policies and employment regulations set out how they are applied in detail.

Equal Access for Women and International Staff

- **Women:** female employees have the same right as male employees to join, vote in, stand for, and hold positions in workers' organizations, to take part in negotiations, and to enjoy all labour rights. Pregnancy, maternity, or family status will not be used against them.
- **International staff:** non-Egyptian employees are protected against discrimination in the exercise of these rights, to the extent permitted by law, and enjoy the labour rights the law gives them, with equal access to consultation, information, and grievance channels.
- **All contract types:** part-time, fixed-term, and visiting staff are not excluded from these protections.
- Information about employee rights under this policy will be available in a language that employees understand.

Protection from Retaliation

Anti-Retaliation policy is available.

Grievance and Remedy

Grievance and Appeals policy is available.

Roles and Responsibilities

HR Department

- Owning this policy and updating it
- Handling concerns and complaints under this policy
- Raising awareness of employee rights among staff and managers

Legal Affairs

- Advising on the law on workers' organizations, collective bargaining, and labour rights, including the position of non-Egyptian employees
- Reviewing any collective agreement before it is signed

Department Managers

- Respecting this policy in all decisions about their teams
- Referring any related concern to HR promptly

Supporting Policies

- Anti- Retaliation Policy
- MSA Grievance - Appeals Policy

Policy Review

This policy will be reviewed at least annually, and whenever the Labor Law, the law on workers' organizations, or good practice change.